

Don't Make the Same Mistakes I Did When Buying Office Furniture

A simple step-by-step guide to planning your space, avoiding costly mistakes, and building a clear next-step plan



OFFICE
FURNITURE
EZ

The Mistakes That Seem Small... Until They Aren't

Buying office furniture sounds straightforward until the small decisions start causing bigger problems. A few of the most common mistakes are also the easiest to avoid.



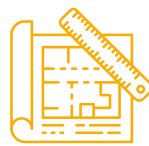
1 THE PRETTY CHAIR TRAP

Be cautious of chairs that look great. Comfort and ergonomics often outweigh looks when it comes to sitting all day.



SMARTER MOVE:

Try a few options before you buy. Comfort, support, and fit matter just as much as style.



2 BUYING BEFORE YOU MEASURE

A desk can fit in a room and still create problems with walkways, clearances, accessibility, emergency egress, or code requirements.



SMARTER MOVE:

Measure the room as a working environment - not just an empty rectangle. Get help from a pro.



3 CHOOSING CUBICLE WALLS ON LOOKS ALONE

Lower panels may feel more open and cost less, but too little separation can create a noisy and distracting workplace.



SMARTER MOVE:

Match panel height to the kind of work your team does, balancing openness, privacy, and acoustics.



4 SOLVING ONE NEED AT A TIME

Buying one piece now and another later can quickly turn into a mismatched, inefficient patchwork.



SMARTER MOVE:

Think about what you may need over the next 6-12 months, not just what your immediate plans require.



Regardless of whether you choose to work with Office Furniture EZ or another furniture provider, these are the kinds of issues worth thinking about before you place an order.



WHERE DO I START?

Start With What You Already Know

You don't need a finished floor plan or an exact budget to begin. Start by getting the basics out of your head and onto paper.

1.	How many people are we planning for now?			
2.	Could that number change in the next 6-12 months?			
3.	What elements are needed for each person?	Desk/Workstation: Chair: Pedestal File:	Chair Mat: Other Storage: Meeting Space:	Whiteboard: Tech Access: Other:
4.	What furniture are we keeping?			
5.	Are we trying to match / complement anything existing?			
6.	Which spaces are involved with this project?	Open Work Area Private Office Meeting Room	Training Room Reception Desk Guest Waiting	Huddle Space Storage/Copy Area Other:
7.	Is there a target budget?			
8.	Is there a deadline, move date, or new hire start date?			
9.	Anything unusual about the space? Any concerns about the project?			
10.	Questions for the furniture provider.			



No matter which office furniture provider you use for your project, doing this first makes every conversation that follows more productive.



THE STEP THAT MAKES EVERYTHING REAL

Why a Site Survey Brings the Project Together

Until someone looks carefully at the space, most furniture plans are still educated guesses. A site survey connects what's in your head with what will actually be on the floor.



A good site survey turns rough ideas into a workable plan.

During a site survey, we look at

- ✓ Accurate room and wall measurements
- ✓ Doors, windows, and circulation paths
- ✓ Existing furniture that stays
- ✓ Electrical and data considerations
- ✓ Accessibility and practical clearances
- ✓ Workstation sizes and panel heights
- ✓ Storage needs
- ✓ Delivery and installation access
- ✓ Finishes or furniture that need to coordinate



This matters whether you need three workstations or an entire floor of office furniture.

Office Furniture EZ offers free site surveys to turn a rough idea into a workable plan.



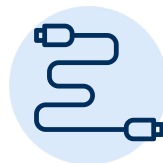
BEFORE YOU SIGN

Already Have a Quote? Read This Before You Sign It.

Office furniture project proposals can look dramatically different even when they seem to cover the same project. Before comparing bottom-line numbers, make sure you know what each number represents.



1 Are final measurements confirmed?



6 Are power and data components included when needed?



2 Does this include delivery?



7 Are the finishes and fabrics shown the ones that we'll actually receive?



3 Is professional installation included?



8 Is there anything that could potentially cause the price to increase?



4 Are freight charges an additional cost?



9 Is this a budget estimate or a final project price?



5 Are connectors, trim pieces, bases, and other necessary components included?



10 Will we have the opportunity to walk through the completed project before final approval?



Watch for costs that show up later

A quote can look like a great deal at first, but the total can change quickly if important items were left out. Before you approve anything, ask what is included in the price, what is optional, and what could be added later.

The goal: know the real project cost before the work begins.



Choose the Partner, Not Just the Furniture

A good office furniture partner helps your project go smoothly from day one - and is still there when you need them months or years down the road.



Good
Reviews



Project
Experience



Local
Contact



Responsive
Support



Long-Term
Relationship

Confidence Before the Order + Support After Installation

Before You Buy



Recent reviews

See what others are saying



Similar project experience

Have they done it before? This matters.



Photos of completed work

Real results you can see.



Clear local contact information

Know who to call and how to reach them.



Established presence

A location and customers in your area.



Willingness to answer questions

Good partners are upfront and patient.

After the Installation



Someone local to call

Quick help when you need it.



A real person answers

No endless menus or hold music.



Matching your existing furniture

Consistency across your space looks good.



Sourcing an extra item later

They can help when needs change.



Repair or adjustment help

Issues happen - help shouldn't be hard.



Ongoing support after the project

Support doesn't stop at installation.



A good furniture provider should make you feel confident before the order, in-the-know during the process, and supported long after installation.



Put It All Together

You don't need a formal proposal to show you've done your homework. A clear one-page summary can be enough to move the conversation forward.

- | | | |
|---|---|---------------------------------|
| 1 |  | Project Goal |
| 2 |  | People / Workstations |
| 3 |  | Furniture We Likely Need |
| 4 |  | Existing Items to Keep or Match |
| 5 |  | Important Space Considerations |
| 6 |  | Target Timeline |
| 7 |  | Budget Status |
| 8 |  | Questions Still to Resolve |
| 9 |  | Recommended Next Step |

What happens after your boss says yes?



From “Where do I start?” to “I’ve got a plan.”

Ready to turn your notes into a real plan?
Book a free site survey with Office Furniture EZ.